

HARPERS FERRY CENTER
Interpretive Media Institute

Producing NPS Publications

October 22-26, 2001

This 40-hour, hands-on course will give participants the basic knowledge and skills to design and produce park publications, including site bulletins, newspapers, posters, and other park-produced publications. Subjects will include design principles, layout, typography, image preparation, maps, printing prep, computer programs, and working with printing companies. The course will be put into the context of the new NPS Graphics Identity Program and other NPS media standards. The course will not cover writing or editing. Computers will be used, but this should not be considered a computer course.

PARTICIPANTS: Individuals who have current responsibility for producing publications for their park or agency.

LOCATION: National Conservation Training Center (USFWS)
Shepherdstown, WV

DATES: October 22-26, 2001

COURSE SIZE: 25 NPS
5 non-NPS

FUNDING: Benefiting account for travel, lodging, and per diem. No tuition will be charged.

APPLICATION: Please submit the attached nomination form to your Regional Employee Development Officer by August 6, 2001. **Nominations sent directly to Harpers Ferry Center will not be accepted.**

COURSE REQUIREMENT: Participants will be required to bring a laptop computer with a CD-Rom drive and licensed copies of Microsoft Word, Adobe PageMaker, Illustrator, and PhotoShop. Participants must be familiar with the use of these programs before they arrive. At a minimum, participants must have completed the tutorials that come with the programs.

INSTRUCTOR: Tom Haraden
Assistant Chief Naturalist
Zion National Park
435-772-0161

HFC LIAISON: David Guiney
Director, Interpretive Media Institute
Harpers Ferry Center
304-535-6057

COORDINATORS: Mary Robinson
Training Specialist
Mather Training Center
304-535-6732

Gloria Baker
Human Resources Specialist (HRD)
Harpers Ferry Center
304-535-6234

This course is being offered by the Harpers Ferry Center Interpretive Media Institute in collaboration with the Stephen T. Mather Training Center, Zion National Park, and the National Conservation Training Center (USFWS)

PRODUCING NPS PUBLICATIONS
OCTOBER 22-26, 2001

NOMINATION FORM

Name: _____ Position and Grade: _____

Park/Office/Center Name: _____

Park/Office/Center Address: _____

Telephone: _____ FAX: _____ eMail: _____

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1. What are your responsibilities in producing publications for your park?

2. Please list your experience in preparing publications?

3. What training have you had in preparing publications?

4. What are your greatest needs in terms of publication training?

Supervisor's Name

Supervisor's Signature

Date

Supervisor's Title